

# IL-8633-B Instructions

## General Information

### Who must submit this application?

Any business wishing to enroll in the Illinois Department of Revenue's (IDOR) business electronic filing and payment programs must complete Form IL-8633-B, Business Electronic Filing Enrollment. If you need to change information provided in a previous enrollment you must complete a "Revised" Form IL-8633-B. This includes any business that is sold or changes in organizational structure. Participants may include taxpayers (mandated or voluntary), software developers, ERO's, reporting agents, and any entity that will transmit directly to IDOR (either for themselves or as a service to others).

**Note:** Form IL-8633-B replaces Forms EF-1, Enrollment for Electronic Filing Program and EDI-1, Registration for Electronic Data Interchange.

### Where should I mail Form IL-8633-B?



**ELECTRONIC FILING SECTION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19479  
SPRINGFIELD IL 62794-9479**

### What if I have questions?

If you have questions, write us at Central Registration Division, Illinois Department of Revenue, PO Box 19030, Springfield, Illinois 62794-9030; or call our Springfield office weekdays between 8:30 a.m. and 5:00 p.m. at 217 785-5739.

You can also visit our Web site, which features electronic filing information, forms, and booklets at [www.ILtax.com](http://www.ILtax.com).

## Step-by-Step Instructions

### Step 1: Provide all identification numbers assigned to your business

**Line 1** - A Federal Employer Identification number (FEIN) is issued by the Internal Revenue Service (IRS) and is required for partnerships or corporations. If you are not required to have a FEIN, you must provide your Social Security number (SSN).

**Line 2** - Write the Illinois Business Tax number (IBT no.) issued by IDOR for certain reporting purposes, if applicable.

**Line 3** - Write your Unemployment Insurance Account number (UI no.) from the Illinois Department of Employment Security (IDES), if applicable.

**Line 4** - Write your Electronic Filing Identification number (EFIN) assigned by the IRS, if applicable.

**Line 5** - Write your Electronic Transmitter Identification number (ETIN) assigned by the IRS, if applicable.

### Step 2: Provide participant information

**Line 6** - Write the legal name of your business.

**Line 7** - If your business uses a name (e.g., doing-business-as [dba] name) other than the name on Line 6, write that name.

**Lines 11 and 12** - Provide information for your primary and alternate contact representatives. It may be necessary to contact you during testing and throughout the processing year.

### Step 3: Indicate your type of activity as a participant - check all that apply

**Taxpayer** - Check here if you are a business taxpayer liable for filing or paying Illinois taxes. You may enroll voluntarily or due to a mandate.

**Software Developer** - Check here if you develop electronic return formatting software and/or transmission software.

**Transmitter** - Check here if you transmit electronic return or payment information directly to IDOR.

**Transmitter w/IDOR Contract** - Check here if you have a contract with IDOR and transmit data electronically as specified in your contract.

**Note:** Check the "Other" box in Step 4, and write "Contractual" on the line.

**Electronic Return Originator (ERO)** - Check here if you are an ERO that originates the submission of electronic returns and/or payments. EROs do not sign electronic returns or payments on behalf of taxpayers. ERO clients must use Form IL-8633-B to independently enroll as "Taxpayers" for electronic filing programs.

**Reporting Agent (RA)** - Check here if you are a company (not an individual) that performs tax services for other business taxpayers. RAs sign returns and payment authorizations on behalf of taxpayers with the signature code selected in Step 5. RA clients must submit Form IL-8655, Reporting Agent Electronic Services Authorization, to the RA who must retain it for inspection by IDOR or IDES (for Form UI-3/40).

**Note:** RAs who will be filing and paying their own taxes must also check the "Taxpayer" box.

### Step 4: Check all that apply to this enrollment

Check the box(es) that indicate the type of tax or form that are applicable to this enrollment. Transmitters w/IDOR contract should check "Other" box, and write "Contractual" on the line.

### Step 5: Select a signature code and sign - Taxpayers and Reporting Agents ONLY

**\*\* Signature is required for both new and revised applications.**

Write your 6-digit signature code by the corresponding tax type. This code represents your signature when electronically filing or paying. Read the taxpayer's agreement and provide the required information for the person authorized to act and sign for your business in legal or tax matters or authorized to sign as an RA.

**Note:** You may select a common or unique signature code for each of the tax types.

### Step 6: Complete and sign - Software Developers, Transmitters, EROs, Reporting Agents ONLY

**\*\*Signature is required for both new and revised applications.**

Read the agreement and provide the required information for the person authorized to act and sign for your business in legal or tax matters.